

## **Engineer-In-Training Short Form Application Instructions**

The completed application form and required fees should be sent to the Board's address as shown below. Make checks and money orders payable to the **Washington State Treasurer**.

**Please Note:** Applications received without payment cannot be processed, and will not be considered a timely submission.

### **Who Should Use This Application**

Those individuals who have or are about to receive an ABET accredited Bachelor of Science degree in engineering, or certain engineering degrees obtained in other countries. For those students having achieved senior standing, a school representative must sign the *Senior Standing Status Confirmation* on the application (WAC 196-20-010, -020, -030). Senior standing only applies to students getting their bachelor's degree.

Those individuals having their foreign degree evaluated by the evaluating service recognized by the Board, and the evaluation determines that the degree is equivalent to a B.S. degree from a school in the United States.

Those individuals having a non-approved engineering degree, a non-engineering degree or a foreign degree, **plus** a Master of Science degree (M.S.) in engineering from an approved program in the United States.

### **How to Reach the Board**

Send Application & non-refundable fee to: Board of Registration  
P.O. Box 9048  
Olympia, WA 98507-9048

Send supporting documents to: Board of Registration  
P.O. Box 9025  
Olympia, WA 98507-9025

Web site: dol.wa.gov  
E-mail: engineers@dol.wa.gov  
Telephone: (360) 664-1575  
Fax: (360) 664-2551

### **Application Deadlines**

Application forms and appropriate fees must be submitted to the board offices or postmarked **no later than four (4) months** prior to the date of scheduled examinations.

All Supporting materials, such as transcripts, must be submitted to the Board or postmarked **no later than three (3) months** prior to the date of scheduled examinations.

### **Education**

List your educational background in the space allocated. An official transcript from your school(s) is required to confirm any education you wish to have credited towards your experience requirement. **Photocopies are not acceptable.**

After evaluation of the application and documentation, you will be advised in writing whether you have been approved for the examination; or if additional information is required. When you have been approved for the examination, you will receive a letter that contains information necessary for you to register for the examination with Engineering and Land Surveying Examination Services (ELSES).

**Upon Filing, This Application Becomes a Public Record and is  
Subject to Public Disclosure Provisions Under RCW 42.56**

*Administrative services provided by the Department of Licensing which has a policy of providing equal access to its services. If you need special accommodation, please call (360) 664-1575 or TTY (360) 664-8885.*



WASHINGTON STATE DEPARTMENT OF  
**LICENSING**  
BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS  
AND LAND SURVEYORS  
P.O. BOX 9048  
OLYMPIA, WA 98507-9048  
(360) 664-1575

## Engineer-In-Training Registration Application Short Form

FOR VALIDATION ONLY

**Your wall certificate will have the same name you list on this application (they will appear in the proper order).**

Make check or money order payable to State Treasurer.  
Send this application with your fee to:  
PO Box 9048  
Olympia, WA 98507-9048

### Applicant Information

*Please type or print clearly in dark ink*

APPLICANT'S NAME (last, first, middle initial)			
SOCIAL SECURITY NO.		BIRTHDATE (mo-day-yr)	
HAVE YOU FILED AN APPLICATION WITH THIS OFFICE WITHIN THE PAST 5 YEARS? <input type="checkbox"/> Yes <input type="checkbox"/> No Date applied _____		GENDER <input type="checkbox"/> Female <input type="checkbox"/> Male	
MAILING ADDRESS			
CITY		STATE	ZIP COUNTY
BUSINESS TELEPHONE NO. ( )	E-MAIL ADDRESS		RESIDENCE TELEPHONE NO. ( )

### Educational Background

NAME AND LOCATION OF COLLEGES, UNIVERSITIES, TECHNICAL SCHOOLS	DATES OF ATTENDANCE		CURRICULUM	DEGREE/DATE
	FROM	TO		

Has any court or licensing jurisdiction taken action against you for your practice in engineering or land surveying?

If yes, please attach explanation on additional sheet.

☐ Yes ☐ No

Have you ever been convicted of or entered a plea of *nolo contendere* to any criminal offense?

If yes, please attach explanation on additional sheet.

☐ Yes ☐ No

### Senior Standing Status Confirmation

Must be in an approved engineering program and confirmed by a school representative if the applicant is applying **prior** to the receipt of his/her bachelor's degree in engineering.

*I certify that this student has achieved senior standing.*

**X**

SCHOOL REPRESENTATIVE'S SIGNATURE

TITLE

SCHOOL NAME

DATE

### To be Completed by Applicant

*I certify under penalty of perjury under the laws of the state of Washington that this application is true and correct.*

**X**

APPLICANT'S SIGNATURE

DATE